

<b>Position:</b>	Academic Assistant
<b>Reports to:</b>	Assistant Director of Summer Arts
<b>Number of Positions:</b>	1
<b>Location:</b>	California State University, Fresno - Fresno, CA
<b>Employment Dates:</b>	April 17-July 24, 2023
<b>Rate of Pay:</b>	\$16.50/hour
<b>Schedule:</b>	20 hrs/week, Monday-Friday, April 17-May 19 40 hrs/week, weekends and holidays required, May 22- July 24

### **Position Summary**

Under the direct supervision of the Assistant Director of Summer Arts the Academic Assistant will perform various clerical and administrative activities in support of Summer Arts. Typical duties include processing student applications and student correspondence, data entry, helping student applicants and course coordinators as needed, providing clerical assistance to Assistant Director. The Academic Assistant will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

### **Qualifications and Requirements**

- Must be a currently enrolled Fresno State student
- 1-2 years of administrative experience
- Comfortable working with faculty and students in a professional setting
- Strong attention to detail and good basic math skills
- Service-oriented

### **Application Instructions**

- Apply online with a cover letter and resume in PDF format by [clicking here](#).
- Application deadline: March 3, 2023. Applications will be reviewed on a rolling basis and position may close at any time. Apply as soon as possible for consideration.